
Guidelines for UST Plan Review Submittals

Underground Storage Tank (UST) Plan Reviews are required for the following activities: Installation, Modification, Interior Lining, and Closure. The UST Plan Review **must be submitted to the Arizona Department of Environmental Quality (ADEQ) via myDEQ, ADEQ's online portal, at least 30 days before** beginning the installation, the tank system modification, and permanent closure or a change-in-service. If work is not started within six months from the date ADEQ is informed, the information is deemed to be expired.

Areas Affected:

The ADEQ UST Plan Review process is required for all locations regulated by ADEQ in the State of Arizona.

Local Fire and Building Authorities:

Ensure contact has been made with appropriate local fire and building authorities to determine what additional regulatory and permitting requirements exist for the project. Please note some jurisdictions may have restrictions regarding interior linings and closure-in-place.

Inspection:

Once the plan review is complete, please use the email listed above to schedule an inspection. **When scheduling an inspection, please contact ADEQ at least thirty (30) days in advance for installation tank set and closures** to provide enough time to coordinate the inspectors' schedules and **at least fourteen (14) days in advance for modifications and subsequent installation inspections**. An inspection may not be required for emergency repair situations, please call ADEQ at the number listed above as soon as possible to provide notice of the emergency repair.

Closure Plan Review:

- Please complete the Plan Review for Closure in myDEQ. An ADEQ plan review number will be assigned. Please make note that the plan review number replaces the commonly referenced "closure number" historically issued by ADEQ.
- A service provider certified by ADEQ in the category of decommissioning must be on-site during the closure activities and have a copy of the approved plans.
- Closures must meet the requirements in Arizona Administrative Code R18-12-270 through R18-12-274 including the requirements for release reporting and corrective action.
- If the UST is closed-in-place, please provide a description of the materials and process that will be used.

Installation:

- Please complete the Plan Review for Installation in myDEQ and include detailed installation plans showing the site drawn to scale, piping layouts, electrical service, and stating that the tanks will be installed according to the manufacturer's instructions, and the applicable installation standards and codes of practice in R18-12-220 and R18-12-281. The information provided in myDEQ and attachments will be verified by ADEQ staff in the field at the time of the inspection and used in the future to help identify and develop trend information for the sources and causes of releases from USTs.
- A service provider certified by ADEQ in the category of installation and retrofit must be on-site with the approved plans at the time of installation and during the UST installation activities. If required by the manufacturer, the service provider must also be certified or trained by the manufacturer for the specific pieces of equipment being installed or the methodologies being used.

- Installations must meet the performance standards for new UST systems in Arizona Revised Statutes §49-1009, Arizona Administrative Code R18-12-220 and R18-12-281, and the federal standards found in the Code of Federal Regulations 40 CFR 280 Subpart B.

Modification (includes Interior Lining and Repairs below shear valve):

- Please complete the Plan Review for Modification in myDEQ and include a description of the modifications, including detailed plans, where necessary, showing the site, piping layouts, electrical service, and stating that the modifications will be installed according to the manufacturers' instructions, and the applicable standards and codes of practice in R18-12-220 and R18-12-281. The information provided in the Plan Review submittal will be verified by ADEQ staff in the field at the time of the inspection and used in the future to help identify and develop trend information for the sources and causes of releases from USTs.
- A service provider certified by ADEQ in the category of installation and retrofit must be on-site with the approved plans during the UST modification activities. For the case of interior lining, the service provider must be certified by ADEQ in the category of interior lining and hold manufacturer training/certification for the specific products being used during the relining. If required by the manufacturer, the service provider must also be certified or trained by the manufacturer for the specific pieces of equipment being installed or the methodologies being used.
- Modification must meet the performance standards for UST systems in Arizona Revised Statutes §49-1009, Arizona Administrative Code R18-12-220, R18-12-221, and R18-12-281, and the federal standards found in the Code of Federal Regulations 40 CFR 280 Subpart B.

Emergency Modification or Closure:

- In the case of an emergency modification or closure, please complete the Modification or Closure Plan Review in myDEQ and call ADEQ at the above number to notify of the need for an emergency repair. ADEQ will prioritize the review and discuss whether an inspector is needed on-site or whether the repair can proceed without an inspection.

Fees: ADEQ does not currently charge fees for UST plan reviews.